

0602CCPG – Responses to written questions:

Question 1) Section 3.1.7 Assurances p. 21 and Section 3.1.8 Attachments

These sections seem to be contradictory - 3.1.7 section 1 d) requires Independent Contractor's Exemption. For sole proprietorships as one of the required documents of assurance. Section 3.1.8 says they have to get it if they are awarded the contract. Is it required as an attachment to the proposal or later in the contracting process. In our experience it can take some time to get this so if it is required attachment, they must request ASAP.

- **Response –** Independent Contractor's Exemption is not a required attachment to the proposal. This document must be acquired if the proposal is awarded and will be necessary before a contract can be issued.

Question 2) - Inclusion of Workers Comp documentation is a pass/fail in section 5.0 Assurances p. 27. and in the check list on the application cover sheet. Could they just insert a signed page saying they will obtain the exemption if selected for the assurance? In a related question, many group homes operate as partnerships and thus have no Workers compensation - no employees. Do they need an independent contractors exemption? This is not addressed in the RFP.

- **Response -** Proof of Workers Compensation Insurance is necessary to include with the proposal if the offeror employs staff in their facility. If the offeror is a group home facility and does not employ staff then this would not be necessary. These offerors would need to provide a copy of the Independent Contractor's Exemption before a contract could be issued.

Question 3) - 5.0 Evaluation Criteria p. 26, Service to Best Beginnings Scholarship Children - there is no minimum points necessary listed. Must the applicant obtain all 5 points.

- **Response -** Yes, the offeror must obtain all 5 points in this section. Five points will be awarded by providing proof of serving 15% of their license/registration capacity with Best Beginnings Scholarship children by including certification plans (with names blacked out) as attachments to their proposal.

Question 4) - Application Type of Request - there are 7 categories/priorities. Infant Care is not among the categories, yet it is one of the most scarce forms of care available in our region. If a facility would like to propose an infant care project, could they do so under the lack of licensed/registered care category?

- **Response -** If a facility is proposing an infant care project several categories/priorities would be appropriate. Lack of licensed/registered care category or the community need category would both be appropriate.

Question 5) - I have a child that is developmentally delayed and is considered special needs. Is that the same as disabled?

- **Response** – The Department is interpreting “disabled” to mean disabled. The developmentally delayed child in your care who is considered special needs may or may not be considered disabled. You would need to ask the question “does this child have a disability?”

Question 6) - Do I need a Certificate of registration with Montana Secretary of State? IF so what is it and where do I get one.

- **Response** - Yes, you do need to submit with your proposal a certificate of registration with the Montana Secretary of State. Please refer to page 30-31 of the 0602CCPG RFP for information on obtaining registration materials.

Question 7) - Is the attachments such as bids and letters of recommendations included in the 20 page limit? (section 1.5.1)

- **Response** – Appendixes are not included in the 20-page limit requirement.

Question 8) - In the budget is there a required itemized section?

- **Response** - In the application on page 15 Section 6-b Description and Explanation this section is to include a detailed narrative of each line item from the budget listed on page 14.

Question 9) - If I received mini grants last quarter am I still eligible for this grant?

- **Response**- DPHHS Best Beginnings grants are funded by the federal fiscal year that runs from October 1 through September 30 of the following year. The 2005 grant period will end on September 30, 2005. Since you received your mini grants in the 2005 federal fiscal year you will be eligible to apply for the 2006 Best Beginnings Provider Grant (0602CCPG).

Question 10) - Application p. 14 - 6 a Budget, 7. Accreditation Fees * Accreditation Fees must be included. What if facility is already accredited, or is in process and has already received approval for an accreditation scholarship? If it is NAEYC, they would include annual renewal fees here. But, NAFCC does not have annual renewal fees. Can the applicant just explain this below the line item if they are not including it? Or, with NAFCC in process, the scholarship could be redirected to someone else, should they put the scholarship Application fee in and have ECP re-direct scholarship to someone not receiving a grant if they are successful?

- **Response** – If the offeror is already accredited through NAEYC, NAFCC or NSACA then this line item may be disregarded.

If the offeror is accredited through NAEYC and renewal will fall during the first year of the grant the proposal must include the renewal fees on the accreditation line item. If the renewal will occur during the three-year grant period they must include this in the three-year work plan that is submitted with the proposal.

If the offeror is in the process of NAFCC accreditation and has received a scholarship from the Early Childhood Project the facility should continue with the scholarship monies that have been sent to NAFCC. If there are additional monies to be sent the facility should include these in the grant proposal and the Early Childhood Project notified that the remainder of the accreditation fees will be paid by the Best Beginnings Provider Grant.

Question 11)- Page: Proposal Application Form: Proof of Workers Compensation coverage form (Attachment F) I am unable to find Attachment F, where would I find this form?

- **Response** – Attachment F consists of a copy of the facility's Workers Compensation coverage, if applicable.

Question 12 - Page: Proposal Application Form: OMB 424B (Rev. 7-97) form, "ASSURANCES - NON-CONSTRUCTION PROGRAMS" I am unable to find form OMB 424B, where would I find this form?

- **Response** – Please refer to page 27 of the 0602CCPG, Attachment H: Assurances – Non Construction Programs (SF 424B-Rev 7-97) this is the same as OMB 424B (Rev 7-97) form. Please use the website listed (http://www.whitehouse.gov/omb/grants/grants_forms.html) to download the above form.

Question 13) - Page: Childcare Provider Grant Page 6 Reference: 1.2 Single point of contact May the offerors receive letters of support for the Best Beginnings Child Care Provider Grant from state staff that our organization collaborates with without being disqualified or would this be a conflict? Example: Letters of support from: DEAP, OPA, R&R, QAD, CFS.

- **Response** – Yes, offerors may receive letters of support for the Best Beginnings Child Care Provider Grant from state agencies that the facility may collaborate with. This would not disqualify the facility or be a conflict.

Question 14) - 3.0.1, p. 13 of the RFP - accreditation entities are specified, NAFCC, NAEYC, NSACA. However, on page 20, section 3.1.5 evaluation and performance standards Head Start Child Care Collaborative Programs (centers only) can meet Head Start Performance standards. These sections seem inconsistent. If a center that is

currently meeting head start performance standards as they are a collaborative site applies, must they commit (and budget for) NAEYC accreditation as well?

- **Response –** Centers who are participating as a Head Start Collaborative site and have proof of meeting Head Start Performance standards may choose not to participate in the NAEYC accreditation process therefore the accreditation line item would not apply. It would be beneficial to include in the proposal proof of meeting Head Start Performance standards.

Question 15) - Is the "Certification of Compliance with Certain Requirements for the Department of Public Health and Human Services (6-99)" in the federal Assurances - Forms to be submitted 3.7.7 appendix B. If not where do I find it?

- **Response –** "Certification of Compliance with Certain Requirements for the Department of Public Health and Human Services (6-99)" may be found on page 32 of the 0602CCPG RFP.

Question 16) - Do we have to put all the verbiage in our grant proposals that is in the applications. For example the Purpose of the Proposal explanation?

- **Response -** The offeror's proposal should follow the format of the DPHHS Best Beginnings Child Care Provider Grant application. You may delete the verbiage under the numbered sections if you choose.

Question 17) - Do you want the 2 copies of the proposals in 1" binders also? If not how would you like them put together?

- **Response –** Only the original copy of the RFP needs to be presented in a 1" binder. Please either staple or clip the two copies.